



United States Department of the Interior

OFFICE OF THE SOLICITOR
Washington, D.C. 20240



IN REPLY REFER TO:

March 10, 2009

MEMORANDUM

To: Filers of the Public Financial Disclosure Report

From: Melinda J. Loftin *Melinda J. Loftin*
Director, Departmental Ethics Office

Subject: Annual Request for the Public Financial Disclosure Report and
Related Interior Supplement

PLEASE READ THIS ENTIRE MEMORANDUM. IMPORTANT INFORMATION IS INCLUDED ABOUT MEETING YOUR ANNUAL FINANCIAL DISCLOSURE REQUIREMENTS.

The Ethics Reform Act of 1989 (Act) and regulations in 5 C.F.R. section 2634 require certain employees to file an "Executive Branch Personnel Public Financial Disclosure Report (SF-278)." Based upon your position, you are required to file the SF-278. Below, we describe the due dates, frequent mistakes and highlight information that may facilitate your filing. Also, a helpful hints sheet is attached to assist you in completing your form.

Filing Date: April 24, 2009. You may request an extension, but you must do so before the filing date. Requests for extensions must be submitted in writing either by e-mail or by submitting a memorandum. Please contact the Departmental Ethics Office at (202) 208-7960. If you do not submit your form in a timely manner, you may be subject to the \$200 late filing fee in accordance with the Act.

Reporting Period: Please report all financial transactions that occurred during calendar year 2008. Please do not report transactions that occurred **after** December 31, 2008.

If You Are Leaving: If you plan to leave your current position before May 15, 2009, and not transfer into another Federal position that requires financial disclosure, you are required to submit a termination report. Your termination report is due to this office not more than 30 days after you terminate your position and covers calendar year 2008 through your last day of Federal service.

If you plan to terminate your current position on or within 90 days of May 15, 2009, you may submit a combined annual/termination report. Your combined annual/termination report should cover calendar year 2008 through your last day of Federal service.

Electronic SF 278 Form: We strongly recommend that you use the attached electronic SF 278 form. It is easier to complete, review, and amend. If you save it, all you need to do is update the report from year to year. You may also download a blank SF 278 at our website <http://www.doi.gov/ethics/forms.html>. Additionally, you may request copies of the above forms from the Departmental Ethics Office.

Although we encourage you to complete your report using the electronic format, we do not have the capability to accept and authenticate electronic signatures. **Please save, print, and forward a hard copy to us.** You may mail or deliver your signed and dated forms to the **Departmental Ethics Office, Office of the Solicitor, 1849 C Street NW, Room 4251, Washington, D.C. 20240 by the April 24, 2009, filing date.**

Reportable Assets: In addition to your own assets and income, you must list all reportable assets and investment income of your spouse and dependent children. These assets are treated as though you held them personally.

Please account for all assets reported on your previous report. If an asset falls below the reporting threshold, note that on your report. In addition, please identify the complete name of any mutual fund (i.e., Fidelity Equity Growth). If you buy an asset in monthly installments, you may annotate "monthly" or "various" under "date" in Schedule B. For such assets, you do not have to list each and every purchase.

Gifts and Travel Reimbursement: On Schedule B, Part II, the threshold for reporting of gifts and travel reimbursements received from any one source has been increased to \$335 vice \$260 shown on the form. You do not need to aggregate items that are less than \$134.

DI-278: Please note that **all** filers are required to complete and file the Interior DI-278 Supplemental Report. All filers must complete Part I of the attached form below. Part I of this form is used to gather information not captured on the SF-278 form, including assets held with a fair market value of less than \$1,000 at the end of the reporting period. If you have responsibilities under the Surface Mining Control and Reclamation Act (SMCRA), you will need to complete Part II of the DI-278 as well. You can access the DI-278 at <http://www.doi.gov/ethics/forms.html>.

Thank you for your cooperation in meeting these requirements. While cumbersome and time-consuming, financial disclosure for our senior leaders is one of our best measures to assure the American people of the integrity of our decisions. If you have any questions, please contact the Departmental Ethics office at (202) 208-7960.

Public Financial Disclosure Reports (SF 278) Helpful Hints

General Instructions

- Sign and date your report and keep a copy for your records.

Schedule A – Assets and Income

- For each asset over \$1,000 in value, you should mark the three categories.
 - the value of the asset at the end of the reporting period December 31st
 - the type of income (or that the asset is an Excepted Investment Fund (EIF)), and
 - the amount of income received during the reporting period.
- For an IRA or 401(k) account or other retirement account, list:
 - each individual asset worth more than \$1,000 that is held in the account (e.g., each mutual fund, stock, etc.)
 - the name of the institution in which the account is held.

Schedule B – Part I – Transactions

- If you report a sale, report income over \$200 received from the sale on Schedule A. Be sure to mark the value of the asset as "None or less than \$1,001" if you sold the entire amount.

Schedule B – Part II – Gifts

- Do not report gifts to the Department, such as payments for Government travel.

Schedule C- Part I - Liabilities

- Do not report a mortgage on your personal residence, unless the property produces rental income or is investment property.
- Do not report a car loan.

Schedule C – Part II – Agreements

- List pensions on both Schedule A and Schedule C.

Schedule D – Part I – Outside Positions

- If you received income from a non-Federal position, report the specific amount of compensation received on Schedule A.

Schedule D- Part II – Compensation

- This section applies to new entrant or nominee filers only.